

# **CITY OF FAIRFAX PARKS & RECREATION**

## **Showmobile Reservation Information**

The Showmobile will be available to groups or individuals when not in use by the City of Fairfax. Showmobile users must submit a written application and a signed copy of this information sheet to the City of Fairfax Parks & Recreation, 10455 Armstrong Street, Fairfax, VA 22030. Written confirmation of application will be returned to groups or individuals requesting use. **A \$150 security deposit for Showmobile use must accompany the application.** User estimated fee must be paid prior to the event. The security deposit will be refunded if organizations meet all terms of the agreement and all outstanding monies have been paid. The security deposit cannot be used against outstanding user fees. The organization requesting use of the Showmobile must provide two individuals to assist the operators with the assembly and disassembly of the unit (some heavy lifting required). Please make checks payable to "City of Fairfax" and mailed to City of Fairfax Parks & Recreation, 10455 Armstrong Street, Fairfax, VA 22030.

### **DESCRIPTION OF SHOWMOBILE**

The Showmobile is a portable stage 32 feet long and opens to provide a one, two or three level platform. Maximum size of floor space is 28 feet wide by 15.5 feet deep. It is a self-contained unit with 40 folding chairs, podium, public address and small speaker package. It does not have a light package. Extension cord may be plugged into any 110 volt outlet for sufficient electrical supply. A portable generator (30 amps and 115 volts) is available if no outlet is accessible. The height of the back wall is 9 feet. The door on the back wall is 28 inches wide and 6 feet 2-1/2 inches high. There are two sets of steps with handrails. The Showmobile is accessible for the disabled. At least two operators are provided for the Showmobile and will remain with the unit during its entire use.

### **INFORMATION ABOUT SHOWMOBILE USE**

Prior to the date requested at least one operator will contact user concerning arrangements and to exchange telephone numbers in case of inclement weather. If you have other questions or special requests, please contact Christina Hurdle Administrative Assistant, Parks & Recreation 703/385-7893 or e-mail at christina.hurdle@fairfaxva.gov.

### **USAGE FEES**

GROUP A – City of Fairfax Government, Civic Associations and other non-profit organizations located and function held in the City of Fairfax: A minimum of \$300 for 8 hours or less of use and \$30 each hour of use afterward will be charged to those groups provided two men are assigned by sponsoring organization to help assemble and disassemble the unit. If no help is furnished, the charge will be \$75 per hour with a minimum charge of \$600. Charges are computed from time the unit leaves the property yard compound until showmobile is returned to compound. Organizations whose function is to present candidates for local, state or national elected office also fall within this category.

GROUP B – All Businesses, Organizations and Groups whose mailing address or function is based in City of Fairfax which do not qualify for Group A consideration: A minimum fee of \$600 for 8 hours or less of use and \$30 each hour of use afterward will be charged for those groups provided two men are assigned by sponsoring organization to help assemble and disassemble the unit. If no assistance is furnished, the charge will be \$75 per hour with a minimum charge of \$750. Charges are computed from time the unit leaves the property yard compound until showmobile is returned to compound.

GROUP C – Events outside of the City of Fairfax sponsored by individuals or organizations other than those identified in Groups A & B: A minimum fee of \$1200 for 8 hours or less of use and \$125 each hours of use afterward will be charged to those groups provided two men are assigned by sponsoring organization to help assemble and disassemble the unit. If no help is furnished, the charge will be \$175 per hour with a minimum charge of \$1400. Charges are computed from time the unit leaves the property yard compound until showmobile is returned to compound.

I have read and agree to the above terms of this reservation agreement.

\_\_\_\_\_  
Signature of representative of User Organization, group, individual

Date: \_\_\_\_\_

**City of Fairfax Parks & Recreation Department**  
**10455 Armstrong Street**  
**Fairfax, VA 22030**  
**(703)385-7893**  
**FAX (703/246-6321)**

**SHOWMOBILE USE APPLICATION**

Complete and return to the above address. A signed, confirmation copy of this application will be returned to applicant. **PLEASE PRINT OR TYPE**

**APPLICATION DATE** \_\_\_\_\_

Date of Activity \_\_\_\_\_ Type of Activity \_\_\_\_\_

Individual/Organization: \_\_\_\_\_

Address: (Street) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

Telephone Office \_\_\_\_\_ Telephone Home \_\_\_\_\_

Is organization a non-profit type (501-C number required): \_\_\_\_ Yes \_\_\_\_ No 501-C number \_\_\_\_\_?

Deliver Showmobile to \_\_\_\_\_

Location \_\_\_\_\_

Actual Program Hours (From): \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. (To): \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Showmobile should be ready for use by (indicate time): \_\_\_\_\_ (if different than program beginning hour).

Showmobile should be removed by (indicate time): \_\_\_\_\_ (if different than program ending hour).

The undersigned accepts for the user the full responsibility for any and all damages to property caused by said user, and for the prompt and proper settlement of claims for such usage and fees due. In addition, undersigned agrees to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others in conjunction with the use of materials and/or equipment and agrees to hold harmless the City of Fairfax in the event of any injury or damage.

Every effort will be made to have the Showmobile at the designated site on contracted times, however, in the event of a vehicle breakdown, or if arrival is delayed for some reason beyond our control, the City of Fairfax Parks & Recreation Department is not to be held responsible. At least two hours notice prior to vehicle departure from compound must be given for cancellation, otherwise minimum charges (\$150) will be assessed.

CONTACT (please print): \_\_\_\_\_ Telephone: (O) \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ Telephone: (O) \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Michael McCarty, Director, Parks & Recreation

**THE FOLLOWING IS FOR OFFICE USE ONLY**

**ESTIMATED USAGE FEES:** \_\_\_\_\_

**FINAL USAGE FEES WILL BE ASSESSED AND INVOICED AFTER EVENT TO USER(S).**